

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD**  
**VACANCY ANNOUNCEMENT NO. 14-108**

<b>OPEN TO:</b>	All Interested Candidates	<b>OPENING DATE:</b> June 18, 2014
<b>TITLE:</b>	Supervisory Voucher Examiner	<b>CLOSING DATE:</b> July 01, 2014
<b>GRADE:</b>	FSN-9	<b>AGENCY:</b> USAID
<b>POSITION NO:</b>	80105-013	<b>LOCATION:</b> ISLAMABAD
<b>SALARY:</b>	Rs. 1,595,190 P.A. (Starting salary)	

**\*Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Supervisory Voucher Examiner for the Office of Financial Management (OFM) in Islamabad. The position is classified at FSN-9 grade level. The starting salary for this position is Rs. 1,595,190 per annum and the maximum range is Rs. 2,979,541 per annum, as per the current FSN Compensation Plan.

**BRIEF DESCRIPTION OF DUTIES:** The Supervisory Voucher Examiner is located in the Financial Management Office (OFM), USAID/Pakistan, in Islamabad. The primary purpose of the position is to serve as Supervisory Voucher Examiner for USAID/Pakistan, its three regional offices (located in Lahore, Karachi, and Peshawar), and the USAID Office of Inspector General in Pakistan, Office of Foreign Disaster and Assistance, Office of Transition and Initiatives providing expert advice and services in planning, analyzing, evaluating and supervising specialized and fully automated voucher examination and other related functions for the Mission and its program implementers and others, as required. The incumbent serves as Subject Matter Expert for administration of the Phoenix disbursement system within USAID/Pakistan. USAID/Pakistan is one of the largest and most diverse bilateral assistance programs in USAID having an OYB of \$ 750 million. The program for Pakistan includes large infrastructure and development projects, sectoral assistance, and cash transfer programs.

**QUALIFICATION REQUIRED:**

**EDUCATION:** Bachelor's degree (minimum of 14 years of education) in Business, Accounting or Finance is required.

**EXPERIENCE:** A minimum of five years related work experience in voucher examination is required. Working knowledge of grant projects is also required.

**LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Language skills may be tested during the recruitment process.

**KNOWLEDGE:** The incumbent should possess a thorough understanding of professional accounting principles, theories, and practices. Must be versed in procedures related to budgeting, funds control, organization regulations, Foreign Affairs Manual and Handbooks, Standardized Regulations, Foreign Service travel regulations.

**ABILITIES & SKILLS:** The ability to read, to understand, and logically apply complicated regulations, directives, and procedures relating to the voucher examining process is required. Familiarity with a variety of computer programs and applications is also required. Excellent written and oral communication skills are required. Must have flexibility to perform a variety of tasks at the same time, excellent organizational and planning skills in order to ensure smooth and efficient "paper flow" in OFM.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
9. Please note that for In-House Candidates, employee's transfer or promotion whichever is applicable will be processed according to respective clauses of 3 FAM regulations.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan**  
**U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: July 01, 2014**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.